

City of Seattle
Civil Service Commission
SPECIAL MEETING
December 22, 2011

APPROVED: FEBRUARY 15, 2012

Call to Order: Commission Chair Jewell called the Special Meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commission Chair Steven Jewell

Commissioner Ellis H. Casson

Commissioner Gregg Hirakawa

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

PUBLIC COMMENT

- Thomas Fawthrop (SPU) addressed the Commission regarding “span of control” and Service Credit.
- Patsy Taylor addressed the Commission regarding the CSC’s Executive Director position description and the omission of education requirements.

ACTION ITEMS

1. **Civil Service and Public Safety Civil Service Commissions Interim Staffing:** The Commission discussed the staffing of the newly created Civil Service Commissions’ Executive Director position after January 3, 2012 when the current position goes vacant. The position is a .1 FTE. The Commission discussed the PSCSC’s recommendation to temporary staff the position with a .5 CSC Executive Director and .5 PSCSC Executive Director. A .6 vacancy (Administrative Staff Assistant) position for PSCSC has not yet been filled and is available as extra compensation for additional interim staff hours. Commissioner Jewell moved to support the staffing of Interim Executive Director (ED) with .5/.5 split and making up the 1.0 with a .6 still available for funding additional compensation if needed. Commissioner Hirakawa seconded the motion. The motion passed.

DISCUSSION ITEMS

2. **Old/New Business/Update/Pending:** The Commission discussed the omission of the educational requirements in the ED job posting. The CSC did not approve or come to an agreement with the PSCSC on the posting before being advertised. Commissioner Casson questioned why the qualifications were not left as they originally were posted when the position was filled in 2003, and if it is a competitive process, why would the candidates not be required to at least meet the educational qualifications of the incumbent?

Adjourn: The meeting adjourned at 10:20 a.m.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/15/2012

Approved By:

/s/ Gregg H. Hirakawa, 2/15/2012

Teresa R. Jacobs
Administrative Staff Assistant

Gregg H. Hirakawa
Commission Chair

Date: _____